Petition for Course Repetition
To Repeat a Course Previously Completed with a Grade of C or Better

According to the California Code of Regulations Title 5, Section 55040, 55043, 55045 and 58161 allows the repetition of a non-repeatable course when the original grade is a C, Pass or higher only under specific circumstances.

STEP 1: Complete the following personal information.

Name ____________________________________________  SBCC ID K _______ _______ _______ _______
Pipeline Email _____________________________@pipeline.sbcc.edu Phone _____________________________

STEP 2: Complete the following course information.

Course to be repeated:
Course Title (e.g. ENG 110)  Semester/Year Previously Registered  Semester/Year Course is to be Repeated

STEP 3: Select the specific circumstances that apply to you:

___ 1. A significant period of time (three academic years or more) has elapsed since first enrolling in the course and (select one of the following):
   ___ a. Course must be repeated to meet a recency requirement for transfer or program admission. Attach required supporting documentation from the program or institution requiring recency.
   ___ b. Course must be repeated as SBCC has established a recency prerequisite for a course or program as defined in the college catalog.

___ 2. Course repetition is required to meet legally mandated training requirements that are a condition of continued paid or volunteer employment. Official supporting documentation is required.

___ 3. Course repetition is requested due to verified extenuating circumstances that specifically and directly affected a student’s performance. Extenuating circumstances are defined as verified cases of accidents, illness or other circumstances beyond the control of the student. Official supporting documentation is required. Please see an Academic Counselor regarding transferability of repeated courses.

STEP 4: Attach a personal statement and official supporting documentation.

STEP 5: Obtain approval for repetition from the instructor of the course in which you wish to register. For online courses, you may attach an email from the instructor noting his/her approval.

X ____________________________________________________________________________ _______________ Date
Instructor Approval / Signature

STEP 6: Sign, date, and return the completed petition and supporting documentation to Admissions & Records or fax to (805) 962-0497. Incomplete petitions will be returned with no action taken.

I acknowledge that Admissions & Records will send the results of my Petition for Course Repetition to my Pipeline email account.

I acknowledge that petition approval does not guarantee me a seat in the course and that my registration is dependent on satisfactory completion and clearance of stated prerequisites.

I acknowledge that my petition must be submitted no later than 2 weeks prior to the semester start date in order to be reviewed by the Scholastic Standards Committee.

X ____________________________________________________________________________ _______________ Date
Student Signature

For Office Use Only:
Approved  Denied  Incomplete Petition/No Action  SFASRPO Code _________________ Processed by:_____
Comments

Scholastic Standards Committee  Notified Date  March 2012